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Advisor for Management

Chief of Procurement

Laborer Vacancies

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1. During the past 10 months, a continued effort has been made to solve the present laborer situation and to fill the ungraded positions in the Procurement Office T/O with very little success in the final analysis. The recruitment of 15 stores laborers in excess of the T/O, which was verbally authorized by the Deputy Director (Administration) in October, has not accomplished the desired objectives since it does not touch upon the crux of the problem which is clearing personnel, which is even more difficult, if possible, than the actual recruitment.

2. As an example of the difficulty encountered, the results of two recruitment programs undertaken since 1 July 1951 are set forth below:

a. Number of vacancies as of 1 July 1951	32
b. Number of appointment actions placed between 1 July and 15 November 1951	70
c. Number entered on duty	55
d. Number cancelled before entrance on duty	14
(1) Security reasons	7
(2) Personal reasons	7
e. Resignations between 1 July and 15 November 1951	27
(1) Security reasons	14
(2) Personal reasons	13
f. Number fully cleared from above recruitment programs	16
g. Remaining uncleared and presently on duty	12
h. Ratio of appointments required to obtain one fully cleared individual	2.55

3. A lack of fully cleared personnel in the classified physical operations of the Procurement Office, mainly the Operational Warehouse, has made it exceedingly difficult, if not an impossible task at times to perform the functions assigned to the Procurement Office which have, as a result, been partially accomplished under such handicaps by the use of approximately 2000

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hours of overtime per pay period. Cognizance should not only be taken of the financial factor involved by the continued use of overtime, but also its effects on the general morale of the personnel and overall efficiency of the function in which it is continually being used to accomplish duties which should normally be accomplished during working hours.

b. Since it is of the utmost importance that a permanent solution to this problem be resolved, it is proposed that the following measures be taken to rectify the present condition:

a. In view of the fact that this class of personnel are normally employed by private industry and are consequently accustomed to reporting for work immediately or within several days after an interview, they are unable to understand the normal four to six weeks delay necessitated by provisional clearances and processing. Also of practical importance is the fact that a majority of this class do not have the necessary funds to live on during the waiting period. As a result, there are many instances where such individuals are inclined to accept other employment while being processed for a CIA appointment, which consequently tends to nullify the previous recruitment programs of the Agency. In cognizance of these facts, it is proposed that appointments to ungraded positions be completely processed for provisional clearances within 10 working days after appointment actions are initiated.

b. It is also proposed that a permanent pool with a maximum strength of 25 stores laborers over and above the Procurement Office T/O be established for recruiting and clearing labor personnel while on duty. Uncleared laborers to be used for non-classified operations while being processed for full security clearances. Maintenance of the pool on a permanent basis is necessary since experience indicates that this caliber of personnel, to a very great extent, are unreliable and shift from one employer to another as may be noted in paragraph "2", subparagraph "e(2)", which naturally creates continual vacancies on a large scale. The strength of the pool will be based on the 2.55 ratio indicated in paragraph "2" against the number of vacancies existing in the T/O at the time, not to exceed a maximum of twenty-five (25).

JAMES A. GARRISON

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